



MAINSTREET ROSWELL

PO Box 1328 | Roswell, NM 88202

ed@mainstreetroswell.org

Questions? Please contact us 575-914-8017 or 575-208-8238

# VENDOR CONTRACT

MainStreet Roswell UFO Fest  
June 30 – July 2, 2023

## VENDORS WILL BE JURIED

### Rental Fees

Booth space will measure 10 feet by 10 feet. Larger spaces will be priced accordingly.

Vendors 10 x10 space

\_\_\_\_\_ \$200 one-time fee / plus a \$100 refundable deposit (\$300 due June 15, 2023)

Food vendors (Food Preparation on site)

\_\_\_\_\_ \$300 one-time fee / plus a \$100 refundable deposit (\$400 due by June 15, 2023)

\*Deposits will be mailed within 10 business days after the event.

The hours will be Friday, June 30th, 12 p.m. – 10 p.m. / Saturday, July 1st, 10 a.m. - 10 p.m. /Sunday, July 2, 10 a.m. – 5 p.m. Vendors are required to be open full event hours. Not being open all hours may result in forfeiture of their deposit.

\*\*There will be no refunds on vendor spaces after June 19, 2023.

The City of Roswell requires ALL vendors to have a City of Roswell business license. Please include a copy of your current license with this contract. The City of Roswell can provide temporary business licenses. Food vendors can only sell items that are approved by the NM Health Department.

### Rules

1. The MainStreet Roswell Events Committee will measure, grid, number and assign the spaces in conformity with its own plan.
2. All vendors will be set up in the spaces designated by the MainStreet Roswell Events Committee.
3. All canopies, tie downs, tables, chairs, and merchandise will be furnished by the applicant.
4. The MainStreet Roswell Events Committee will not provide any equipment, materials, or supplies. The fee is for vendor space only.
5. **Set up may begin as early as Friday, June 30, 2023, at 8am. All vendors should be operational by 12:00 noon on Friday, June 30, 2023. Breakdown MUST BE completed by 6 p.m. on Sunday, July 2, 2023.**
6. Vehicles will not be allowed to drive on the grounds of the Chaves County Courthouse.
7. No overnight parking is permitted. Vehicles may be towed if they are parked overnight.
8. Due to ongoing event entertainment, music, loudspeakers or any other forms of sound equipment will not be permitted in the vendor area.



9. The MainStreet Roswell Events Committee will provide volunteers for continuous trash pick and collection; however, you must maintain the immediate area of your booth so that it will be free of trash and safety hazards. All trash must be bagged at the end of the festival. \*\* Deposit will not be refunded if, items or area are not cleaned after event ends.
10. Designated parking area is available in the Chaves County parking lot on Virginia Avenue between 4th & 5th Streets.
11. If you are serving food and/or drinks, it is your responsibility to make sure all of the proper health permits are obtained, observed and displayed. You can only sell food you are approved to sell through the NM Health Dept. ***Safety regulations will be checked and monitored by the City of Roswell and the State of New Mexico***
12. Generators: No power will be provided by MainStreet Roswell. All vendors needing power must bring their own in-house compliant generator. Extinguisher: ABC rated fire extinguisher and easily accessible.
13. This is a family-friendly event, if a vendor is selling items that are vulgar or inappropriate in any way, the MainStreet Roswell Events Committee reserves the right (at their discretion) to restrict these items and to shut the booth down and Fees WILL NOT be refunded. Merchandise that infringes on the copyright or intellectual properties of other people or corporations will not be permitted.
14. ABSOLUTELY NO SUBLEASING SPACES
15. Due to the popularity of this event, we jury the vendors. If you are not selected, all fees paid to MainStreet Roswell will be returned to you. All booths must pay a \$100 deposit (reflected in the price) that will be returned after they have packed up and their area is inspected. If the space is left unsatisfactory, the deposit will not be returned. If you are unable to attend, there will be no refunds on booth space after June 19, 2023.
16. Booth spaces will be assigned as applications are received. WE WILL NOT MOVE VENDORS ONCE ASSIGNED.
17. This is an all-weather event. No refunds will be given due to bad weather. Vendors are encouraged to purchase festival insurance to cover damages or weather-related cancelations. MainStreet Roswell Events Committee is not responsible for damages or cancelations due to weather.
18. SECURITY: Vendors are responsible for the security of their own property and equipment at all times. While limited security personnel will be on duty during the weekend, no security personnel will be assigned specifically to vendors. MainStreet Roswell nor the MainStreet Roswell Event Committee will not be held responsible for loss, theft or damage to any property left on the event grounds at any time. While the MainStreet Roswell Event Committee will make all reasonable efforts to maintain security throughout the event, it will not accept responsibility for any lost or damaged property.



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## MainStreet Roswell UFO FEST June 30 – July 2, 2023

Responsible Person \_\_\_\_\_

Name of Business \_\_\_\_\_

Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email \_\_\_\_\_

Alternate Contact \_\_\_\_\_ (Cell) \_\_\_\_\_

Please give a detailed description of your products or items being sold, use a blank sheet of paper if needed.

\_\_\_\_\_

Description of trailer (if used) \_\_\_\_\_ License Plate # \_\_\_\_\_

Size of Trailer: \_\_\_\_\_ Window on: \_\_\_\_\_ drivers side / \_\_\_\_\_ passenger side

*We will do our best to put you in your preferred location however it is - First come, First serve.*

Type of Booth Requested (*prices reflected include \$100 refundable deposit*):

- Vendors 10 x10 space  
\$200 one-time fee + \$100 (refundable deposit\*) \$300 due by  
June 15, 2023 - 3 days (June 30-July 2, 2023)
- Food vendors (Food Preparation on site)  
\$300 one-time fee + \$100 (refundable deposit\*) \$400 due by  
June 15, 2023 - 3 days (June 30-July 2, 2023)

**\*Deposits will be mailed within 10 business days after the event.**

**\*\* If you are unable to attend, there will be no refunds on booth space after June 19, 2023.**

**Payment in full is due when submitting this application.**

Method of Payment:

- PayPal to [info@mainstreetroswell.org](mailto:info@mainstreetroswell.org)
- Check/Money Order (payable to MainStreet Roswell)  
mailed to: PO Box 1328, Roswell, NM 88202  
Or drop off at: 105 W. 3rd Street, Suite 420, Roswell, NM 88201 (call 575-914-8017)
- Square

Completed application can be:

Emailed to: [ed@mainstreetroswell.org](mailto:ed@mainstreetroswell.org)  
Text to 575-914-8017  
Mailed to P.O. Box 1328, Roswell, New Mexico 88202

Have you included:

- Copy of Roswell Business Licenses
- Signed Contract
- Payment
- Food Permit\*\* – if applicable

\*\*Food Permit license must be affixed in booth area and a copy provided to MainStreet Roswell.

Business licenses must be obtained through the City of Roswell Code Enforcement no later than **June 19, 2023.**  
<https://roswell-nm.gov/566/Business-Licenses>

I have read & agree to all the rules specified on all 4 pages of the Vendor Contract for the 2023 AlienFest.

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PRINTED NAME:

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SIGNED NAME

DATE

**VENDOR RESPONSIBIITY AND LIABILITY:** The vendor assumes the entire responsibility and liability for:

- Losses, damages, and claims arising out of injury for his/her own personal property or party.
- Damages to the vendor's displays, equipment for other property.
- The vendor agrees not hold liable or responsible in any way or form MainStreet Roswell, its employees, event coordinators, guests, volunteers, and participants against any and all claims or expenses for such losses arising out of the performance of this agreement.

The MainStreet Roswell Events Committee reserves the right to refuse any application without explanation – in this case, the fee will be refunded. All rules published and provided here within the "Rules" by the MainStreet Roswell Events Committee must be followed by each vendor applicant.

***NOT ABIDING BY THESE RULES MAY RESULT IN YOUR CONTRACT BEING CANCELLED AND FORFEITURE OF YOUR DEPOSIT.***